

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, NEW ORLEANS
CORPS OF ENGINEERS
P. O. BOX 60267
NEW ORLEANS, LA 70160-0267

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

ANNOUNCEMENT NUMBER: STEP-01-1

OPENING DATE: 01 October 2000

CLOSING DATE: 30 September 2001

Eligible and qualified applicants for this announcement will be placed on a register that will be used to fill all student temporary (including summer) employment positions in the U.S. Army Engineer District, New Orleans, in the occupations listed in this announcement. Positions may be filled at any time from the opening date of this announcement through the end of calendar year 2001. All previous STEP announcements for the positions listed are closed. Applicants who applied under previous announcements must reapply under this announcement.

LOCATION OF POSITIONS: New Orleans, Louisiana and various locations throughout south Louisiana.

POSITIONS: Candidates may apply for any of the following positions. (See page 3 for job locations, salaries, qualifications, and age requirements.)

Office Aid, GS-1

Office Automation Clerk and Clerk-Typist, GS-2

Engineering Aid, GS-1

Laborer (light), WG-2

Motor Vehicle Equipment Servicer, WG-2

ELIGIBILITY REQUIREMENTS: Candidates must meet all of the following requirements.

- Be a United States citizen.
- Be at least 16 years of age (some positions require 18 years of age - see page 3).
- Meet the qualification requirements for the position (see page 3).
- Be physically able to perform the work of the position.
- Be a full-time student or have been accepted for enrollment as a full-time student in an accredited school.
- Have an overall grade point average of 2.5 or higher.
- Male candidates over age 18 who were born after December 31, 1959 must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

HOW TO APPLY: Candidates must mail a complete application package (see next paragraph) to the **U.S. Army Engineer District, New Orleans, P. O. Box 60267, ATTN: CEMVN-HR, New Orleans, LA 70160-0267**. Applications must be postmarked by the closing date of this announcement. Selected candidates will be required to provide updated information verifying that they are full time students at the time of selection, and periodically during employment.

APPLICATION PACKAGE: An application package must contain the following documents. See page 2 for additional information about forms and certification of typing proficiency.

- A completed U.S. Office of Personnel Management (OPM) Optional Form 612, Optional Application For Federal Employment, or a resume in any format that meets the Resume Content Requirements listed on page 2 of this announcement.
- A Student Temporary Employment Program Availability Statement. (See page 3.)
- A STEP-01-1 Statistics Collection Sheet. (See page 4.)
- Proof of student status, as follows. **High School Students** must submit all of their high school grade reports as of the date of application. **Post High School Students** must submit a transcript that reflects their cumulative grade point average at the time of application and a letter from their school registrar's office verifying their status as a full-time student.
- An original certification of typing proficiency. (If applying for Office Automation Clerk or Clerk-Typist positions.)
- A copy of your DD Form 214, military discharge record. (If you are a veteran claiming 5-points veteran preference.)
- A completed Standard Form 15, Application for 10-Point Veteran Preference, plus documentation required by the SF-15. (If you wish to claim 10-point veteran preference.)

AN EQUAL OPPORTUNITY EMPLOYER

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INFORMATION ABOUT FORMS: The Optional Form 612, Optional Application For Federal Employment, and Standard Form 15, Application for 10-Point Veteran Preference may be obtained from any Federal agency Personnel Office, many State employment service offices and U.S. Veteran Affairs service offices, or on the internet at <http://www.opm.gov/forms/index.htm>

RESUME CONTENT REQUIREMENTS: Although the Federal Government does not require a standard application form for these positions, we do need certain information to evaluate your application and determine if you meet legal requirements for Federal employment. If your resume does not provide all of the information listed below, you may not be considered for the position(s) for which you apply.

- Announcement Number (The number of this announcement is "STEP-01-1").
- Personal Information.
 - Full name.
 - Mailing address (with ZIP Code).
 - Telephone number (with Area Code).
 - Social Security Account Number (SSAN).
 - Country of citizenship (These positions are open to U.S. Citizens only.)
 - If you are a veteran and wish to claim veteran preference, you must so state on your resume and list your period(s) of military service. Also, you must provide a copy of your DD-214 (for 5-point preference) or a copy of your DD-214 and a completed SF-15 (for 10-point preference).
- Information about your work experience, such as a listing of paid and unpaid work experience which shows the job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates by month and year, number of hours per week, salary. If currently employed, indicate if we may contact your current supervisor. IF you have worked in the Federal service before, provide the title, series and grade of your position and the type of appointment held (e.g. temporary, career-conditional, career, competitive service, excepted service, etc.).
- Information about your educational background. If you are a high school graduate or have a GED, provide the month and year of graduation and name, city, state and ZIP Code of the school. List all educational accomplishments such as certificates, degrees, and/or the number of college semester hours completed. For any education listed, provide the name and address of the educational institution.
- Any other training, skills (i.e. languages, computer skills, machinery, etc.), honors, awards, or activities that you want the selecting official to consider.

INFORMATION ON CERTIFICATION OF TYPING PROFICIENCY: Certification of typing proficiency must be on official letterhead from a school or organization and must contain the following information:

- The applicant's name, date of birth, and home address.
- The name and address of the school or organization which administered the typing test.
- The date of the test. (The test must have been administered within 12 months prior to the date of certification.)
- The length of the test (5 minutes is required), gross words typed per minute, and the total number of errors.
- The dated signature and title of the official of the organization certifying the certificate of proficiency.

Only an original with no erasures or alterations will be accepted. A certification of proficiency is valid for 3 years from the date of signature. The following sources may issue proficiency certifications:

- Accredited schools.
- State Employment Service Offices.
- Courses approved for training under Veterans Administration programs.
- Public and private social welfare agencies conducting programs sponsored or approved by the U. S. Department of Education or by an appropriate state office to provide training of the handicapped or for vocational rehabilitation.
- Federal, state, or other public or private agencies with programs in support of manpower utilization and economic opportunity such as the Neighborhood Youth Corps, Job Corps, Opportunities Industrialization Centers, and other agencies that provide training under provisions of the Comprehensive Employment and Training Act.
- Military hospitals and agencies and other Federal hospitals and agencies which provide training in connection with occupational therapy or vocational rehabilitation programs in typing.
- Federal agencies which provide in-service training in typing to civilian or military personnel.

NEED MORE INFO? Call the New Orleans District Civilian Personnel Advisory Center at (504) 862-2800.

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) AVAILABILITY STATEMENT

NAME: _____ DATE OF BIRTH: _____
 SSAN: _____

SCHOOL _____ ANTICIPATED GRADUATION DATE: _____
 (MONTH/YEAR) _____

Complete the following statement by placing an "X" in front of **one** of the statements below. I AM AVAILABLE FOR:

- _____ Part-time employment during the school year and summer employment.
 _____ Summer employment only.
 _____ Part-time employment during the school year, but not summer employment.

<i>Pick one or more positions by placing an "X" on the line in front of the position.</i>	<i>Pick one or more locations by placing an "X" on the line in front of the location.</i>
<p>____ Office Automation Clerk or Clerk-Typist GS-2 \$7.98 ph (These positions require a 40-wpm typing skill. Must be a high school graduate or have at least 3 months office clerical experience.)</p> <p>____ Office Aid GS-1 \$7.10 ph (These positions require no typing or only light typing. No experience required)</p> <p>____ Laborer (light) WG-2 \$7.43 ph \$8.73 ph* (Must be at least 18 years old. No experience required.)</p> <p>____ Motor Vehicle Equipment Servicer WG-2 \$7.43 ph (District HQ Building only. Must possess a state drivers license. No experience required.)</p>	<p>____ District Headquarters Building, New Orleans, LA (located at 7400 Leake Ave) ____ SELA Resident Office, New Orleans, LA (located at 8800 Claiborne Ave.) ____ SELA Jefferson Parish Resident Office, Jefferson, LA (located at 1221 Elmwood Park Blvd.) ____ Inner Harbor Navigation Canal Lock, New Orleans, LA (located near St. Claude & Poland Ave) ____ Davis Pond Resident Office, Luling, LA ____ Algiers Lock, Algiers, LA ____ Harvey Lock, Harvey, LA ____ Bonnet Carre Spillway, Norco, LA ____ Leland Bowman Lock, Abbeville, LA* ____ Schooner Bayou Control Structure, Abbeville, LA* ____ Berwick Lock, Berwick, LA ____ Catfish Point Control Structure, Creole, LA* ____ Freshwater Bayou Lock, Kaplan, LA* ____ Lafayette Area Office, Lafayette, LA ____ Calcasieu Lock, Lake Charles, LA* ____ Old River Lock, Lettsworth, LA ____ Bayou Boeuf Lock, Morgan City, LA ____ Morganza Control Structure, Morganza, LA ____ Bayou Sorrel Lock, Plaquemine, LA ____ Port Allen Lock, Port Allen, LA ____ Atchafalaya Basin Suboffice, Port Barre, LA ____ Old River Auxiliary Control Structure, Vidalia, LA* ____ Calcasieu River Saltwater Barrier, Westlake, LA* ____ Venice Suboffice, Venice, LA</p>
<p>____ Technical Aid GS-1 \$7.10 ph (Ideal position for students in engineering and other sciences. No experience required.)</p>	<p>____ District Headquarters Building, New Orleans, LA (located at 7400 Leake Ave) ____ SELA Orleans Parish Resident Office, New Orleans, LA (located at 8800 Claiborne Ave.) ____ SELA Jefferson Parish Resident Office, Jefferson, LA (located at 1221 Elmwood Park Blvd.) ____ Davis Pond Resident Office, Luling, LA ____ Lafayette Area Office, Lafayette, LA ____ St. Francisville Casting Yard, St. Francisville, LA ____ Venice Suboffice, Venice, LA ____ Atchafalaya Basin Suboffice, Port Barre, LA</p>

Do any of your relatives work for the New Orleans District of the U.S. Army Corps of Engineers? _____ Yes _____ No
 (If your answer is "yes" please identify the individual(s) and relationship to you on the reverse side of this page.)

SIGNATURE _____
DATE _____

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Statistics Collection Sheet - Announcement No. STEP-01-1

Information for Applicants: DO NOT PUT YOUR NAME ON THIS PAGE: This information is requested so that the New Orleans District may compile statistical data on our applicant pool. No referrals or selections are made on the basis of this information, nor does this information remain a part of your application or become part of the applicant database. Your decision to provide this information, or to not provide it, will in no way affect your standing in the referral and selection process. If you choose to provide the information, please complete Parts 1 and 2 below. If you choose to not provide the information in Parts 1 and 2, please indicate your decision in Part 3.

Part 1: Sex of candidate. Please circle "M" or "F" below to indicate your sex.

M (Male)	F (Female)
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Part 2: Race and/or National Origin of candidate: Please circle one of the Codes below to best indicate your race and/or ethnic origins.

CODE	RACE	DESCRIPTION
A	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation.
B	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes India, Japan, Korea, the Philippines, and Samoa.
C	Black	A person having origins in any of the black racial groups of Africa.
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins.
E	White	A person having origins in any of the original people of Europe, North Africa, or the Middle East.
F	Other (Specify)	<i>Please record your specification here:</i>

Part 3: Place an "X" in the box below **ONLY** if you did not provide the information requested above.

Place "X" here.	I do not wish to provide the information requested above. I understand that my decision on this matter will in no way affect my chance for employment.
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INSTRUCTIONS TO Civilian Personnel Advisory Center: Upon receipt, separate this document from the application package and forward it to the Equal Employment Opportunity Office (CEMVN-EO).